

RICHMOND POLICE DEPARTMENT



11-16 HIT AND RUN UNIT / CRASH TEAM OPERATING MANUAL

Daniel M. My

Chief of Police or Designee

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PURPOSE

The purpose of this manual is to provide direction to the Hit and Run unit and the sworn officers assigned Crash Team within the Special Events Division. The scope of the officers assigned to the Hit and Run Unit and Crash Team shall be recognized and understood by sworn officers in the unit and throughout the department.

POLICY

The mission of the Hit and Run Unit is to investigate hit and run crashes that occur within the city of Richmond. The Crash Team shall respond to serious injury, fatal or police officer accidents as requested by supervisors. Both strive to reduce the number and severity of accidents through analysis of accident data and educational programs.

PROCEDURE

Hit and Run Unit ~ Duties and Responsibilities

- Investigate hit and run crash reports that occur within the city
- Use case screening to determine the most solvable cases
- Collect off-scene data
- Obtain / record formal statements from witnesses
- Reconstruct collisions using expert and technical assistance
- Prepare formal reports to support criminal charges
- Conduct investigations to gather additional data about driver, pedestrian, vehicle, roadway controls, or related collision information to reduce the number and severity of accidents through analysis of accident data and educational programs
- Notify all victims by mail and/or telephone of the case status
- File charges ~ traffic and/or criminal

Crash Team ~ Duties and Responsibilities

- Respond to serious injury, fatal or police officer accidents as requested by supervisors
- Collect off-scene data
- Obtain / record formal statements from witnesses
- Reconstruct collisions using expert and technical assistance
- Prepare formal reports to support criminal charges

- Conduct investigations to gather additional data about driver, pedestrian, vehicle, roadway controls, or related collision information to reduce the number and severity of accidents through analysis of accident data and educational programs
- Notify all victims by mail and/or telephone of the case status
- File charges ~ traffic and/or criminal
- Preliminary hazard identification (i.e. spill, leak, fire, and identification of vehicles and container placards)
- Make necessary notifications for handling hazardous materials (Generally the fire department will respond to the incident)
- Ensure that only properly trained and equipped agency personnel attempt to enter areas where hazardous materials may be encountered or suspected

PERSONNEL

The Crash Team is a specialized unit comprised of the two Hit and Run investigators, the hit and Run unit sergeant and two officers within SED that have been selected to respond to serious injury, fatal or police officer accidents. The two officers assigned to the unit have separate, full-time jobs within SED but are trained to fulfill this function as required.

Hit and Run investigators and Crash Team members are selected based upon the skills and experience necessary for the aforementioned duties and responsibilities. When a vacancy within the Hit and Run Unit and or Crash Team occurs, SED officers are alerted regarding the opening and a request for transfer shall be made. Qualified applicants will be interviewed and selected based upon their skills and abilities and trained for the position upon transfer into the unit.

TRAINING

All officers selected for the Hit and Run / Crash Team must attend the two-week basic crash investigation course and the one-week advance crash investigative.

EQUIPMENT

The Special Events Division maintains several pieces of specialized equipment, utilized by the Traffic Enforcement Unit, Hit and Run unit and the Crash Team. The following equipment is inspected semi-annually:

- (1) D.A.R.T Linux-1 (drag sled)
- (1) TopCon Robotic Total Station and accessories
- (20) Tint Meter Inspector model TM 200 issued to unit supervisors
- (8) 100 foot measuring tapes issued to vehicles and officers

- (8) 300 foot measuring tapes issued to vehicles and officers
- (6) Digital cameras issued to various division officers
- (22) Garmin GPS-72 hand held GPS location devices assigned to unit officers
- (35) Intoxilizer hand held CMI SD-2 PBT's assigned to various officers
- (5) HR-12 hand held radar sets
- (1) "Kustom Falcon" hand held radar set
- (1) Stalker SDR II hand held radar set
- (2) Stalker "Lidar" hand held radar set
- (1) HR-8 hand held radar set
- (11) Motorcycle dual cone stalker radar sets
- (2) KR-10 dual cone Kustom radar sets
- (15) Stalker dual cone vehicle radar sets
- (2) Kustom "Stealth Stat" vehicle speed recording system
- (4) Metro counts vehicle speed recording systems
- (1) Gas canister for testing PBT's
- (2) PBT's flash lights
- (1) Light trailer
- (2) Radar speed trailers
- (2) Pentax 35mm digital cameras w/18-55 lense and flash
- (1) Camera Surveillance trailer and system

All members of the unit are responsible for notifying the OIC of the Special Events Division of any damage or loss of agency equipment. All members shall notify the OIC if any equipment is found to be in need of repair or replacement. Each member of the unit is responsible for the care, upkeep and semi-annual inspection of their individually assigned equipment. The OIC shall be responsible for the semi-annual inspection of all agency equipment assigned globally to the unit.